



सत्यमेव जयते

The Gujarat Government Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

Vol. LXII] FRIDAY, JUNE 11, 2021 / JYAISTHA 21, 1943

Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

PART IV-B

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made
by the Government of Gujarat under the Gujarat Acts

EDUCATION DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 9th June, 2021

GUJARAT PRIVATE UNIVERSITIES ACT, 2009.

No: GH/SH/15/EPU/2020/291/KH1 : In exercise of the powers conferred by the Section 26 of the Gujarat Private Universities Act, 2009 (Gujarat Act No. 8 of 2009), the Government of Gujarat hereby approves the First Statutes of the ITM (SLS) Baroda University as proposed by the Governing Body of the ITM (SLS) Baroda University in its meeting held on 1st July, 2020.

By order and in the name of the Governor of Gujarat,

B. S. PARMAR,

Under Secretary to Government.

Sr. No	Contents	Page No
1.	Title	4
2.	Definition	4
3.	Seal of the University	4
4.	Objectives of the University	4
5.	Officers of the University	5
6.	Appointment, Terms & Conditions and Powers of President	5
7.	Appointment, Terms & Conditions and Powers of Vice President	5
8.	Appointment, Terms & Conditions and Powers of the Provost	6
9.	Appointment, Terms & Conditions and Powers of the Registrar	6
10.	Appointment, Terms & Conditions and Powers of the Chief Financial and Accounts Officer (CFAO)	8
11.	Controller of Examination	9
12.	Authorities of University	9
13.	Governing Body	9
14.	Board of Management	9
15.	Formation, Powers, Duties And Actions Of The Academic Council	10
16.	Disqualification	12
17.	Finance Committee	12
18.	Standing Committee	12
19.	Examiner's Committee	13
20.	Committee	13
21.	School	13
22.	Deans of School	14
23.	Constitution Of School	14
24.	Power of the School	14
25.	Board of Studies	15
26.	Students Council	15
27.	Appointment Of Teachers Of The University	15
28.	Categories Of The Non-Teaching Employees	17
29.	Other Officers of the University: -Proctor	17
30.	Librarian	17
31.	Dean of Student Affairs (DSA)	17
32.	Conferment of honorary degrees and academic distinctions	17

Sr. No	Contents	Page No
33.	Admission of Students	18
34.	Provision regarding Fee to be charged from the Student	18
35.	Administration of endowments for the award of fellowships, scholarships, medals and prizes in the university	19
36.	Convocation	19
37.	Annual Report	19
38.	Resignation	19
39.	Action against Teachers	19
40.	Action against Non-Teaching Employees	20
41.	Appointment of Examiners	20
42.	Proctorial Board	20

1**Title**

1. The “Statutes” means the Statutes of ITM(SLS) Baroda University, Vadodara GUJARAT.
2. These Statutes shall come into force with effect from the date of their publication in the *official Gazette*.
3. The Statutes are in conjunction with the provisions of Gujarat Private University Act 2009. If there be any difference in the provisions of the Act and the Statutes, the provisions of the Act shall prevail.
4. Amendment to the Statutes shall be made as per provisions of the Section 26 of the Act as amended.

2**Definition**

In these Statutes unless the context otherwise requires;

1. “Act” means the “Gujarat Private University Act, No: 8 of 2009”.
2. “Academic Year” means a period of one year / nearly twelve months spread over two semesters/three trimesters, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into “terms” as stipulated in the Ordinance;
3. “Board of Studies” means the Board of Study of Departments / School of Studies/Institute of the University.
4. “Convocation” means the convocation of the University;
5. “Dean” means Head of the School, is nominated by the Provost; from Professor or Associate Professor of any department in that school.
6. “Decided by the University / University may decide / Decision of the University” means as decided by Governing Body.
7. “Employee” means any person working as regular staff & on the payroll of the University.
8. “Head” of the department means in charge of an academic department, appointed by the Provost according to the Statutes and Ordinances.
9. “Regulation” means regulation made by any authority of the University under section 30 of the ACT;
10. “Regular Education” means and includes delivering instruction, teaching, learning, education, training and related activities directly by the teacher or through the University synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
11. “Rules” means rules made under section 44 of the ACT;
12. “School” means School of the University listed in Statute No. 21;
13. “Scheme and Curriculum” means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned program / course(s) of the University.
14. “Seal” means the common seal of the University under the provision of section 3 (6) of the Gujarat Act No: 8 of 2009.
15. “Subject” means the basic unit(s) of instruction; learning; teaching, training, research etc., by whatever name it may be called, as prescribed under the scheme and curriculum.

3**Seal of the University**

The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further change or amendment as deemed necessary from time to time. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.

4**Objectives of the University**

Apart from the objectives of the University described in section 4 of the Act, the University shall also have the following objectives;

To collaborate with other Universities, Research Institutions, Foreign University, Industries, Governments and Non-Government Organizations towards fulfillment of objectives of the University.

To pursue any other objective as laid down under relevant guidelines of the central government or state government in that regards, from time to time.

5

Officers of the University

The following shall be the officers of the University, namely:-

1. President;
2. Vice - President;
3. The Provost;
4. The Registrar
5. The Chief Finance and Accounts Officer;

6

Appointment, Terms & Conditions and Powers of President

1. In accordance with the Act, the President shall be appointed by the sponsoring body with the approval of the State Government. The Sponsoring Body shall send the name, along with Curriculum Vitae of the proposed President, to the State Government for approval. After State Government approval, President shall be appointed by the Sponsoring Body.
2. The terms and conditions and Powers of the President shall be governed by section 14 of the Act.
3. The President shall hold office for a period of three years and shall be eligible for reappointment with the approval of State Government following the procedures laid down above under clause (1) of this statute. Provided that the President shall notwithstanding the expiring his/her term, continue to hold his/her office until either he/she is reappointed or his/her successor enter upon his/her office.
4. In case of an emergency like illness, absence or death of the President, the Vice President shall perform his/her duties till the duly approved President reassumes his/her office or the new President is appointed. However this period will not exceed six months.
5. The President shall ensure that the Act, Rules, Statutes, Ordinances and Regulations are faithfully observed by the University. He/ She can call any information/record and direct any officer of the University to reconsider decision/s made by them.
6. The President shall be entitled to receive honorarium, expenses, allowances and other statutory benefits as may be decided by the Governing Body.
7. The President may by writing under his/her hand addressed to the Sponsoring Body, resign from his/ her office. The Chairman of the Sponsoring Body shall accept his/her resignation and propose a new name to the State Government as per clause (1) of this Statute.

7

Appointment, Terms & Conditions and Powers of Vice President

1. In accordance with the section 5 of this statutes, the Vice President shall be appointed by the President. The Secretary of the Sponsoring Body shall send the name, along with Curriculum Vitae of the proposed Vice President, to the President for approval. After President's approval, Registrar shall notify the same.
2. The Vice President shall exercise powers as delegated by the President but not those as specified in the Act as powers for the President.
3. The Vice President shall hold office for a period of four years and shall be eligible for reappointment with the approval of President following the procedures laid down above under clause (1) of this statute.

Provided that The Vice President shall notwithstanding the expiring his/her term, continue to hold his/her office until either he/she is reappointed or his/her successor enter upon his office.
4. In case of an emergency situation like illness, absence or death of the President, the Vice President shall perform his/her duties as president, till the duly approved President resumes his/her office or the new President is appointed. However this period will not exceed six months.
5. In the absence of President the Vice President ensure that the Act, Rules, Statutes, Ordinances and Regulations are faithfully observed by the University. He/ She can call any information/record and direct any officer of the University to reconsider his/her decisions.

6. The Vice President shall be entitled to receive honorarium, expenses, allowances and other benefits as may be decided by the President subject to the approval by Governing Body.
7. The Vice President may by writing under his/her hand addressed to the President, resign from his/her office. President shall accept his/her resignation and appoint new name as per clause (1) of this Statute.
8. The President can remove Vice President from his/her post if his/her is found working against the interests of the University.
9. The President's decision shall be final in the matter. Provided that before taking such action of the removal, the Vice-President shall be given an opportunity of being heard.

8

Appointment, Terms & Conditions and Powers of the Provost

1. The Provost shall be appointed by the procedure laid down in Section 15 of the ACT.
2. The qualification of the post of Provost shall be as per UGC guidelines.
3. The terms and conditions and Powers of the Provost shall be governed by section 15 of the Act.
4. The Provost shall be the whole-time salaried officer of the University.
5. The president will decide the emoluments and other service conditions at the time of appointment of the Provost, based on the recommendation of the Three member committee appointed by the sponsoring body for this purpose, from time to time and the President shall report to the Governing Body.
6. The Provost shall have power to constitute such committees as he/she deems necessary to help him/her in the discharge of the duties entrusted to him/her by or under the Act /statues but not contrary to the committee/s appointed by President.
7. The Provost may exercise the power to appoint teaching staff up to Assistant Professor on temporary or ad hoc basis for a period maximum of eleven (11) months; when it is essential for the University.
8. To exercise such powers as may be necessary or expedient to carry out the orders of the President.
9. The Provost may by writing under his hand addressed to the President, resign from his office.

9

Appointment, Terms & Conditions and Powers of the Registrar

1. The Qualification of the Registrar shall be as per the UGC norms.
2. The Registrar shall be a full time salaried officer of the University and shall discharge his/her duties under general superintendence and control of the Provost; in absence of the Provost he/ she may report to Vice-President or President.
3. The first Registrar shall be appointed by Chairperson of the Sponsoring Body.
4. The subsequent Registrar, other than the first Registrar, shall be appointed by Chairperson of the Sponsoring Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:
 - (i) Vice President (Chairman)
 - (ii) Nominee of the President
 - (iii) Nominee of the Sponsoring Body
 - (iv) Two expert members approved by the Governing Body
5. Procedure for Selection of Registrar : The University shall follow the following procedure for the selection of the Registrar:
 - (i) The University shall invite applications for the post through the process of an advertisement in News papers/ e-newspaper/ e-sites and job portals having wider circulation.
 - (ii) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three senior staff of the University approved by the Board of Management for the purpose.

- (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
 - (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the President.
 - (v) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
6. When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the President / Vice President may appoint for the purpose.
7. If at any time, upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Provost may request the President, in writing stating the reasons therein, for the removal of the Registrar. The President's decision shall be final in the matter. Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard.
8. The pay and allowances are to be paid as per UGC norms
9. Duties of the Registrar shall include :
- (i) The duties of the Registrar shall be as specified in the section 16 (2, 3 & 4) of the Act.
 - (ii) To be the custodian of the records, the common seal and such other movable and immovable properties of the University, as the Governing Body shall commit to his/her charge;
 - (iii) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting of which he/she is to act as Secretary and also perform other duties assigned by the Governing Body/ Board of Management from time to time.
 - (iv) The Registrar shall provide the Agenda of the meeting of the Governing Body, Board of Management, Academic Council, and such other bodies which are formed under the direction of the Provost, and shall record the minutes and send the same to the Provost and the President. He shall also make available all such papers, documents and information as the State Government/ President/ Vice President / Provost may desire.
 - (v) To keep the minutes of all meetings, the Governing Body, the Board of Management, the Academic Council and any bodies or committees of the University appointed under the Act of which he/she is to act as Member Secretary.
 - (vi) To exercise all such powers as may be necessary or expedient for carrying into effect the orders of various authorities or officers of the bodies of the University of which he/she is the Member Secretary;
 - (vii) To discharge such other functions as may be assigned to him/her from time to time by the Provost to whom he/she shall be responsible for the same.
 - (viii) To perform such other duties as may, from time to time, be entrusted to him/her by the Statutes, Ordinances or Regulations; and
 - (ix) To render such assistance as may be desired by the Provost in the performance of his/her official duties.
 - (x) Subject to the control of the President or his/her nominees, the Registrar appoints the Class III and Class IV staff of the University and likewise shall exercise disciplinary control over them.
10. An appeal can be made to the Provost against any order of the Registrar. The Provost will be the final authority to take decision on the appeal.
11. The Registrar may be writing under his hand addressed to the Provost, resign from his office.

10.
Appointment,
Terms &
Conditions and
Powers of the
Chief Financial
and Accounts
Officer (CFAO)

1. The CFAO will be a full time salaried officer of the University and shall discharge his/her duties under general superintendence and control of the President/Vice President.
2. The first CFAO shall be appointed by the Chairperson of the Sponsoring Body.
3. The subsequent appointment of CFAO shall be as per UGC norms.
4. The subsequent appointment of the CFAO shall be made by the President on the recommendation of the committee constituted for the purpose. The committee shall consist of:-
 - (i) Vice President - Chairman
 - (ii) Nominee of the President
 - (iii) Nominee of the Sponsoring Body
 - (iv) Two expert member approved by the President who must be Chartered Accountant or Expert on financial matters.
5. Selection of CFAO The University will follow the following procedure for the selection of the CFAO.
 - (i) The University would invite applications for the post through the process of an advertisement in important News papers / e-newspaper/e-sites and job portals having wider circulation.
 - (ii) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three senior staff of the University approved by the Board of Management for the purpose.
 - (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
 - (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the President.
 - (v) If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
6. When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the President may appoint for the purpose.
7. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Provost may request the President, in writing stating the reasons therein for the removal of the CFAO.
8. The Services of the CFAO can be terminated by the President on the recommendation of the Provost by giving him one month's notice or one month's salary in lieu of notice. The President's decision shall be final in the matter. Provided that, before taking such action of the removal, the Chief Financial and Accounts officer (CFAO) shall be given an opportunity of being heard.
9. The CFAO shall receive pay and other allowances as decided by the Board of Management from time to time.
10. Duties of the CFAO shall include :
 - (i) The Chief Finance & Accounts Officer shall be responsible for Managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited. The Chief Finance & Accounts Officer shall be responsible for preparation of the Annual and the Supplementary Budget of the University for presentation before the Board of Management, timely payments of loans of the University & disbursement of salary of the staff of the University.
 - (ii) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
 - (iii) Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.

- (iv) He/ She shall discharge all such functions as assigned to him/her by the President of the University including duties as specified in the appointment letter.
- (v) The Chief Finance & Accounts Officer shall be responsible for ensuring that the University adheres to all financial rules and regulations of statutory authorities and departments of State Government.

11
Controller of
Examination

1. Controller of Examination will be an officer of the university and shall be appointed by the Provost from amongst the Teachers/ Officers of the University.
2. When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the Provost may temporarily appoint a teacher / Officer to perform the duties of the office.
3. Powers and Duties:
The Controller of Examination shall control the conduct of examinations and all other arrangements necessary thereof and execution of all processes connected therewith.
 - (i) He/ she shall attend all meeting related to the examination,
 - (ii) He / she shall be responsible to announce the examination dates / declaring results / providing all types of certificates.; wherever, the endorsement is required; it will be signed by the Registrar.
 - (iii) He/ She shall be the Member Secretary to RDC Committee.
 - (iv) He / she should maintain the records of examination section.
 - (v) He/ she shall be responsible for procurement of exam stationeries and related items through purchase committee/ Registrar.
 - (vi) The Controller of Exam shall be responsible for all exam related affairs.

12
Authorities of
University

- The following shall be the authorities of the University, namely:
1. The Governing Body ;
 2. The Board of Management;
 3. The Academic Council; and
 4. such other authorities as may be declared by the statutes to be the authorities of the University.

13
Governing Body

1. Formation and functioning of the Governing Body shall be as laid down under section 20 of the Act
2. The term of the nominated members of the Governing Body will be of three years.
3. Apart from the powers vested in the Governing Body according to the provisions under Section 20 of the Act. The Governing Body of the University shall have the following powers and duties.
 - (i) To make recommendation on any matter referred to it by the President.
 - (ii) To make recommendation to the Sponsoring Body for the creation of new posts of officers of the University.
 - (iii) The Governing Body may delegate any of its functions/powers to any authority/officers/body of the University. The executed work as delegated should be reported to Governing Body in its subsequent meeting.
 - (iv) Such other powers and duties as may be prescribed by the President.

14
Board of
Management

1. Formation and functioning of the Board of Management shall be as laid down under Section 21 of the Act.

The President shall be the Chairperson of the Board of Management :

Provided that President may at his/her discretion, nominate any other member of the Governing Body to be the Chairperson of the Board of Management. The term of the nominated members of the Board of Management will be of three years. The Board of Management shall ordinarily meet once in every two months.

2. Powers and Functions of the Board of Management shall be:
 - (i) The annual estimates of income and expenditure (Budget) of the University prepared by the Finance committee shall be approved by the Board of Management and after the consideration of the Board of Management it shall put up to the Governing Body for its consideration and approval.
 - (ii) To frame the fee structure in consultation with fee regulation guidelines as available from time to time from State Government for professional programmes.
 - (iii) Provided that, other programmes will be proposed by the Board of Management and approved by the President
 - (iv) In addition, fees related to examination and other charges shall be approved by the Board of Management.
 - (v) To follow the Budget for Expenditure as approved by the Governing body.
 - (vi) To recommend to Governing Body for creating the post of teachers, other officers, ministerial and technical staff, and other officers of the university.
 - (vii) Save as otherwise provided by the Act, or the Statutes, to appoint the officers, teachers of the University other than the Provost, the Registrar, the Chief Finance & Account Officer and the Controller of Examination; to define their duties and the conditions of their service, and to provide for the filling of vacancies in their posts and to institute adjunct professorship/visiting professorship.
 - (viii) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the University.
 - (ix) To make from time to time, the broad policies plans and procedures and suggest measures for the improvement and development of the university.
 - (x) Subject to the overall ceiling in the annual budget the Board of Management may approve re-appropriation of finances from one head of expenditure to another.
 - (xi) To perform any other functions that may be assigned by the Governing Body/Chairman of the Board of Management / Statutes of the University.

15

**Formation,
Powers, Duties
And Actions of
The Academic
Council**

1. The Academic Council shall consist of the following members:
 - (i) Provost (Chairman)
 - (ii) The Deans.
 - (iii) One / two Heads of the Departments of each School/ Faculty nominated by the Provost.
 - (iv) Two Professors of the PG Teachers nominated by Provost. (v) Three Professors from State/Central Govt. Universities nominated by the President. President may also consider the names of eminent retired professors for such nominations.
 - (v) Two representatives from amongst the Scientists/ Educationists/Technologists/ Industry representatives nominated by the President.
2. The Provost, as the Chairman, shall preside over the meetings of the Academic Council and in his absence; Dean nominated by the Provost will preside.
3. The Registrar shall be the Member- Secretary of the Academic Council and in the absence of the Registrar/ any other person authorized by the Provost shall act as the Secretary.
4. One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting. Provided that, if required quorum is not present, the meeting may be adjourned for 20 minutes, then the meeting can be conducted. Ordinarily seven days notice shall be given for all meetings of the Academic council.
5. The term of the nominated members of the Academic Council will be three years.
6. Subject to the provisions of the Act, the Academic council shall have the following powers, duties and functions, namely,

- (i) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted; but not having the voting rights.
 - (ii) The Academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of the University.
 - (iii) To promote research and related activities in the University.
 - (iv) To make recommendations to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
 - (v) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
 - (vi) To consider matters of general academic interest either on its own initiative or on a reference made by a school or the Board of Management to take appropriate action thereon.
 - (vii) To make proposals to the Board of Management for allocating departments to a faculty/school.
 - (viii) To make proposal to the Board of Management for the institution of professor of emeritus, adjunct professor, visiting professor, fellowships, scholarships, studentship, medals and prizes and to make rules for their award.
 - (ix) To recognize persons of eminence in their subject to be associated as research guide in that subject as prescribed in the ordinance.
 - (x) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to report to Board of Management as to the expediency of abolition, reconstitution or division of any school of the University.
 - (xi) To recognize diplomas and degree of other universities and institutions and to determine their equivalence.
 - (xii) To make special arrangements, if any, for the teaching of women/disabled students and for prescribing for them special courses of study.
 - (xiii) To consider academic related proposals submitted by the faculties/ departments of the University.
 - (xiv) To approve the syllabus of the different courses/ subject submitted by the faculties/departments and to arrange for the conduct of examinations according to Ordinances made for the purpose.
 - (xv) The Academic Council shall frame regulations relating to the format of the degree, diploma documents, certificates, Grade sheets and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocation.
 - (xvi) To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinances and such other conditions as may be attached to the award.
 - (xvii) To publish syllabus of various courses of study, lists of prescribed or recommended text books for different subjects.
 - (xviii) To appoint committee for admission of students in different faculty of the University.
7. To recommend to the Board of Management the rates of remuneration and allowances for the examination work.
 8. To delegate such of its powers, as is may deem fit, to the Chairman of the Academic council.
 9. To report and to make recommendation on any matter referred to it by the President or the Governing Body, as the case may be.

10. The Academic Council shall exercise such other power and perform such other duties as may be prescribed from time to time.

16
Disqualification

A person shall be disqualified for being a member any of the authorities or Bodies of the University as per Section 23 of the Act.

17
Finance Committee

1. The Finance Committee shall consist of the following persons, namely:-
 - (i) The Vice President : Chairman
 - (ii) The Provost : Member
 - (iii) The Registrar : Member
 - (iv) One member of the Governing Body : Member
to be nominated by the President
 - (v) One person of the Board of Management to be nominated by the Sponsoring Body : Member
 - (vi) One Dean nominated by the President : Member
 - (vii) Chief Finance & Accounts Officer : Member Secretary
2. The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
3. The finance committee shall meet at least thrice in each academic year. A notice for the meeting of the finance committee shall be given so as to reach the Committee members at least five days in advance of the meeting.
4. Three members of the finance committee, including Chairman, shall constitute the quorum at the meetings.
5. Functions and powers of the Finance Committee shall be as follows:
 - (i) The Finance Committee shall prepare the annual estimates of income and expenditure (Budget) of the University recommend to the Board of Management and after the consideration of the Board of Management it shall put up to the Governing Body for its consideration and approval.
 - (ii) The Finance Committee shall prepare the audited annual report of income and expenditure of the University recommend to the Board of Management and after the consideration of the Board of Management it shall be put up to the Governing Body for its consideration and approval.
 - (iii) The Finance Committee may make its recommendations to the Board of Management to accept bequests, and donations of property to the University on such terms as it deems proper.
 - (iv) The Finance Committee may recommend mechanisms, ways and means to generate and save resources for the University.
 - (v) The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
 - (vi) The Finance Committee shall advise the Governing Body on any question affecting its finances. The Committee shall also be responsible for regular Audit process.
 - (vii) The Finance Committee shall be responsible for the observance of Regulations relating to the maintenance of accounts of the income and expenditure of the University.
 - (viii) The Finance Committee shall recommend course of action on the regular reports of external and internal auditors.

18
Standing Committee

1. Standing Committee of the University shall be constituted as under:
 - (i) The Provost as the Chairman of the Committee
 - (ii) The Registrar
 - (iii) The CFAO
 - (iv) Deans of all Schools of the University.

- (v) Three senior Heads of Departments of the University by rotation (their term being three years).
- (vi) One nominee of the President. The Chairperson can invite additional members to the standing committee as and when required.

Provided that, the Standing Committee shall perform such tasks as assigned to it by Board of Management from time to time

2. The Registrar shall act as the Member Secretary of the Standing Committee
3. Meeting of the Standing Committee shall be convened, as and when required, under the directions of the Provost by the Registrar of the University. One-third of the members of the Standing Committee and the Chairman shall constitute the quorum
4. Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least 2 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the President/Vice President /Provost, as and when required, with six hours notice.

19
Examiner's
Committee

1. There shall be formed every year a committee for each school, for the purpose of drawing up the list for appointments to University examiners consisting of :
 - (i) The Dean nominated by the Provost – Chairman
 - (ii) The Controller of Exam
 - (iii) Dean of the concerned School
 - (iv) Chairman of Board of Studies
 - (v) Two Heads of the Departments.
 - (vi) Two members of the Board of Studies nominated by the Provost for the year
2. The list of examiners prepared by the committee shall be placed before the Provost for his approval who may either approve or modify the same for reasons to be recorded in writing.
3. The procedure followed by the committee shall be such as may be prescribed in Statutes.

20
Committee

The authorities of the University may constitute such committees/ boards with such terms of reference as may be necessary for specific tasks to be performed by such committees.

All the authorities of the University shall have powers to appoint Committees such committees may include persons who are not members of the authority appointing it.

21
School

1. The University shall include the following schools:
 - (i) School of Sustainable Agriculture
 - (ii) School of Architecture, Art and Design
 - (iii) School of Ayurved
 - (iv) School of Business
 - (v) School of Computer Science, Engineering and Technology
 - (vi) School of Education
 - (vii) School of Fine Arts
 - (viii) School of Homeopathy
 - (ix) School of Humanities and Social Sciences
 - (x) School of Law
 - (xi) School of Medical and Paramedical Sciences
 - (xii) School of Pharmacy
 - (xiii) School of Physical Education and Wellness
 - (xiv) School of Sciences
 - (xv) School of Social Responsibility and Works
 - (xvi) School of Technology and Engineering.

2. Such other school as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.
3. Each School shall have such departments as may be assigned to it by the Academic Council.

22**Deans of School**

There shall be a Dean for each School nominated by the Provost. Ordinarily, a Professor within the School shall, by rotation according to seniority, act as Dean of the School for a period of three years. Provided that:-

1. If there is no Professor, Associate Professor, by rotation according to seniority, shall act as Dean. In the absence of any eligible teacher who can qualify to become Dean, a Dean/Professor/Associate Professor of an allied discipline can be nominated as In charge Dean. Moreover, Professor Emeritus/Visiting Professor can be nominated as Dean in the Faculty of Fine Arts.
2. The functions of the Dean shall be:
 - i. To admit students to the School,
 - ii. To maintain discipline among the students,
 - iii. To look after the equipments and the buildings in which his/ her School is located. In case, a building is occupied by more than one School, it shall be in the charge of the senior Dean,
 - iv. The Dean of the School shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the School,
 - v. He/she will issue Identity Card to each student under his/her seal and signature.
 - vi. He/ She shall be authorized by the University to issue Government of Gujarat road transport, rail and air travel concession orders to the bonafide student of the School,
 - vii. The Dean shall be responsible for overall supervision and control of the School and the conduct of teaching, evaluation and research work in the Departments comprising the School.
 - viii. To discharge functions as an ex-officio member of Committee for appointment of examiners, standing committee on equivalence of examinations and any such other committees and academic bodies as may be appointed under the Act, Statutes or Ordinances or by the Board of Management.
 - ix. The Dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Board of Management or the Provost or the ordinance. Professor or Associate Professor shall have the option to resign the Deanship at any time during his/her tenure and also decline the offer of appointment in his turn as Dean of the School.

23**Constitution of School**

Each School shall consist of the following members, namely:

1. The Dean of the School-(Chairman).
2. The Heads of Departments in the School(Members).
3. All Professors in the School(Members).
4. One Associate Professor and one Asst. Professor, by rotation according to seniority, from each Department in School(Member).

24**power of the School**

1. The School shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, recommend such Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
2. The member of the faculty shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.
1. 1. There shall be a Board of Study for each Subject/department comprising of the Internal and External members:-

(i) Constitution of Board of Studies will be as under:

25
Board of
Studies

Sr. No.	Subject / Department	Designation
1	Dean of the School/ Head of the Department	Chairperson
2	All Professors of the Department	Member
3	Two Associate Professors of the department by rotation of seniority	Member
4	Two Assistant Professors of the department by rotation of seniority	Member
5	Minimum two subject experts	Member
6	Minimum two Experts from Industry / Research Labs.	Member

(ii) Head of the department shall propose double the requirement of external members from outside the University, from academia, Industries and Research organizations, endorsed by the Dean of the school. The Provost will nominate the required External members for each subjects.

2. The Head of the Department shall be the Chairman of the Board of Studies provided:

- (i) That the term of the chairman shall be three years, and after expiry of the term, the next/ senior most Professor/Associate Professor shall be Chairman.
- (ii) That if there are more than one Professor in the department, the senior most Professor/Associate Professor shall be the chairman for Board of Studies of that discipline; in accordance with subsection 2(i).

3. The term of the Board of Studies shall be three years.

4. The Provost can constitute a Board of Studies for the discipline to be started by the University as and when required.

5. Detailed syllabus of the different courses of the department shall be prepared by the Board of Study and be submitted to the Academic Council for its approval and publication.

6. Contents of the syllabi shall be revised and updated by the Board of Studies from time to time but not later than three years and be submitted to the Academic Council for its approval.

7. Board of studies meeting shall be arranged at least once in a year.

26
Students
Council

1. The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.

2. The Provost shall appoint on the Students' Council one student from each Programme of the school who should be a full time student in the University and have secured ranks within top 5 position in order of merit in the preceding Examination.

3. The Provost can also decide to involve other categories of students in the Students' Council depending upon the need of student's participation for the benefit of the University. Provost will ensure that adequate representation is given to all sections in the Students' Council.

27
Appointment of
Teachers
of The
University

1. For the teaching positions in the University namely the Professors, Associate Professor, and Asst. Professor, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different departments/schools/ of the University.

2. The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.

3. Teaching positions shall be advertised in the News Papers of wide circulation and on the website of the University.

4. A Screening Committee constituted by the Provost shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview.

5. Summary of all the screened applications shall be made available to the Selection committee at the time of interview.

6. The selection Committee has to be constituted as per UGC norms and other regulatory bodies, if applicable.

7. The Selection Committee shall recommend to the Board of Management, names arranged in order of merit, if any, of the persons who it considers suitable for the posts.
8. After the approval of Selection Committee's recommendation by the Board of Management, appointment letters will be issued by the Registrar.
9. Any dispute / legal matter in this regard shall be subject to the jurisdiction of Baroda District Court of Gujarat and High Court of Gujarat.
10. In addition to full-time teachers, the Provost may decide to engage Professor of Emeritus, Adjunct Professors or Visiting Professors, for a fixed period or part time or contractual basis.
The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Board of Management of the University, from time to time.
11. Provisions for teachers (appointed by the Sponsoring Body/ Institute/ College) and already working:
 - (i) Teachers (Professors/Associate Professor, Assistant Professor) who are already working and who were appointed on regular basis, following due procedure in the same institution, before notification of the University, and who have now become constituent unit of the University, shall be examined by a selection committee constituted as per the provisions of section 6 of the Statute 27.
 - (ii) Observing the norms laid down by the UGC/ AICTE/ MCI/ PCI/ BCI/ NCTE/ COA/ ICAR /CCIM /CCH or any other relevant regulatory authority, the selection committee shall recommend names of suitable teachers to the University.
 - (iii) The teachers found suitable for appointment in the University Teaching Departments may be absorbed as regular teachers of the University after approval of the Board of Management.
12. When the Selection Committee has not been able to recommend sufficient number of candidate/s for the post of Professor, Associate Professor, Assistant Professor or a Temporary Leave vacancy occurs in these posts and there is a need to make some arrangement immediately for teaching; the Provost shall have power to make appointments of the persons as "Assistant Professor" against the vacant post of Professor, Associate Professor, Assistant Professor who fulfils the required qualifications with good academic records as per norms of regulatory authority for a period not exceeding eleven (11) months, by following the procedure given below.
13. Provided that the selection procedure is as follow:
 - a. The selection committee consists of
 - i. Dean of the School -Chairman
 - ii. One observer appointed by the Provost
 - iii. Head of the Department
 - iv. One External subject expert
 - v. One senior Professor from the Department concerned.

The Selection Committee shall recommend to the Provost, names arranged in order of merit, if any, of the persons whom it considers suitable for the post.
14. Terms and Conditions of appointments and functions:
 - (a) As per the above statute once teacher is appointed he / she shall give the joining report as per the appointment order.
 - (b) He / she shall be on probation period of two years.
 - (c) When he/ she wants to resign from his/ her post he / she have to give one month prior notice or one month pay on either side.
 - (d) If a teacher wants to apply for any other job he/ she will have to route their application through Registrar office.

28**Categories of
The Non-
Teaching
Employees**

1. The following types of non-teaching employees will be employed by the University:
 - (i) Permanent/Probationary employees
 - (ii) Contractual employees
 - (iii) Casual employees
2. Permanent employee means an employee who is appointed against a clear vacancy. Their appointment letters will be issued by the Registrar.
3. Terms and Conditions of appointment and functions for the permanent employee:
 - (i) As per above statutes once a Non-Teaching employee is appointed he/she shall give the joining report as per the appointment order.
 - (ii) He/she shall be on a probation of six months
 - (iii) When he/she wants to resign from his/her post he/she have to give one month prior notice or one month pay on either side.
 - (iv) If a Non-teaching employee wants to apply for any other job he/she will have to route their application through Registrar office.
4. Contractual employee means an employee who is appointed on contract for a specified period.
5. Casual Employee means an employee who is engaged on the basis of a Muster Roll.
6. The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations

29**Other Officers
of the
University:-
Proctor**

1. A proctor will be nominated by Provost, who is a teacher preferably a professor.
2. The proctor shall hold the office for a period a three years. Provided that Provost may remove proctor before the completion of his / her tenure if he/she fail to discharge the duties well or if his/her activities are prejudicial to the interest of the University.

30**Librarian**

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No. 27, through the clause 3 to 11 for the teachers.

Provided that, the qualification of librarian shall be as per UGC norms. Powers and Duties:

1. He/ She is responsible for maintaining the books, journals and records etc.
2. He / She shall responsible for purchase of books, e-journals, e-books, journals etc. on the recommendation of Head and approved by the Dean of the school. This should be based on the budget allocation for the individual school / dept.
3. Librarian shall take auditing every year for stock of the books & journals etc. and send the report to Provost/ Registrar.

He/ She will directly report to Provost.

31**Dean of Student
Affairs (DSA)**

The Dean Students Affairs shall be an officer of the University and shall be appointed by the Provost from amongst the teachers of the University.

1. Powers and Duties:
 - (i) He / She shall hold the office for the period of two years.
 - (ii) He / She shall be responsible for all student activities.
 - (iii) He/ She shall be the Chairperson of the ragging committee.
 - (iv) He/ She be one of the member of the Proctorial Board.

32**Conferment of
honorary
degrees and
academic
distinctions**

1. (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any School Member and Head of the Department will forward it to the Provost.
 Provided that, no employee, trustee or officer holding any position or associated with the sponsoring body/ university is eligible for an honorary degree.
- (ii) On receipt of the proposal the Provost, on being satisfied that the proposal is in conformity with the provision of the Act, and the person on whom conferment of such honorary degree is under consideration is a person of eminence, shall call a special meeting of the Board of Management to consider the proposal.

- (iii) At such special meeting of the Board of Management the Provost shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
 - (iv) The Provost shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Provost finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval in the next meeting of the Governing Body.
 - (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
2. (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
 - (ii) The Provost shall scrutinize the ballot papers in respect of the proposal with the help of tellers, if necessary.
 - (iii) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.
 - (iv) The recommendation of the Governing Body will be presented to the President by the Provost. The President shall take the final decision on such matter.

33**Admission of Students**

1. The University shall follow the reservation guidelines as per the prevailing government norms.
2. As and when necessary, the guidelines of the different regulatory bodies of State / Central shall be taken into account.
3. Admission to various programmes shall be governed as prescribed in the ordinances framed for the concerned program.
4. The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examination/tests conducted by different State/National / Professional Bodies.

34**Provision regarding Fee to be charged from the Students**

1. All the Programmes in the University will be run on self finance mode. The following types of fees may be charged from the students;
 - (i) Prospectus form
 - (ii) Admission Processing fees (Wherever applicable)
 - (iii) Tuition fees
 - (iv) Examination fees
 - (v) Enrolment fees / Re-registration fees
 - (vi) Eligibility fees (Wherever applicable)
 - (vii) Library fees
 - (viii) Development/amalgamated fund
 - (ix) Laboratory fees
 - (x) Security deposit
 - (xi) Cultural/Annual Function Fee
 - (xii) Hostel fee
 - (xiii) Security fee
 - (xiv) Industry visit/Excursion Fee
 - (xv) Training/Augmentation/Placement Fees.

Note: Tuition fee for all professional courses(Programme) such as B. Tech, B. Pharm, MBA, Medical, B. Arch, D. Arch., etc. will be charged as per the Fees Regulatory Committee (FRC) guidelines (Gujarat Act. No. 2 of 2008 dated: 7th March). Other programmes of Science, Humanities, Arts, Fine Arts, BBA, BCA etc. will be proposed by the Board of Management and approved by the President. University may have the right to revise the fees from time to time.

2. In addition, fees for duplicate mark sheets, re-evaluation, issuance of degree and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.

3. The components of fee may vary from Programme to Programme for each Programme and shall be decided by the Board of Management for each course.
4. The fee structure of various Programme and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerned session.
5. Fee shall be subject to the approval of the Fee Regulatory Committee for Professional Courses Gujarat Act No. 2 of 2008 dated: 7-3-2008.

35

**Administration
of endowments
for the award of
fellowships,
scholarships,
medals and
prizes in
the university**

1. The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of recurring nature.
2. The Board of Management shall administer all the endowments.
3. The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
4. (i) The Board of Management shall prescribe the conditions of depositing the endowment in a Bank.
(ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
5. No endowment shall be accepted in contravention of the award.
6. In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
7. Approval of awards of fellowships, scholarships, medals and prizes as per the specific regulation(s) / ordinance(s) belonging to the specific endowment will be given by the Board of Management.
8. ST/SC/SEBC/OBC category students, when they got admitted in our ITM(SLS) Baroda University, Vadodara, are entitled to apply for their Scholarships from respective departments of Government of Gujarat/Government of India.

36**Convocation**

1. A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
2. The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
3. The Visitor and in his absence the President shall preside over the convocation function of the University. In the absence of both, the Vice President shall preside over the convocation function.

37**Annual Report**

1. The Annual Report of the University shall be prepared by the Board of Management.
2. The Report shall be placed before the Governing Body for approval.
3. Copy of the Annual Report prepared under Subsection
(i) Shall be presented to the Government of Gujarat after approval by the Governing Body.

38**Resignation**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

39

**Action against
Teachers**

Where there is an allegation of misconduct or prejudice or bias or subjectivity in evaluation against a teacher or not conducting the teaching properly; the Provost shall constitute a fact finding Committee and, if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose.

1. Based on the inquiry committee report, the Provost may decide course of action including suspension depending on the severity of the misconduct, However, for taking actions to the extent of termination of the teacher concerned, the Provost shall report the matter to the Governing Body, whose decision ordinarily will be final subject to the provision of the appeal to the President.
2. An appeal against any action can be made to the President within 30 days from the date of receiving of the communication of such order and the decision of the President shall be final.

40**Action against
Non- Teaching
Employees**

1. Where there is an allegation of misconduct against a non- teaching employee, the Registrar shall constitute a fact finding Committee and, if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose, pending which the employee may be suspended from the service.
2. Based on the inquiry committee report, the Registrar may decide course of action including termination depending on the severity of the misconduct. However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Provost who shall take appropriate decisions.
3. An appeal against any action can be made to the President within 30 days from the date of passing of such order, whose decision shall be final.
4. Any respectable order from the seniors has to be obeyed by all employees.

41**Appointment of
Examiners**

ITM(SLS) Baroda University will conduct internal and external examinations. The internal examination will have University teachers only; whereas the end semester examination will be having exam paper setters from external examiners and evaluation will be done internal examiners. The final year semesters, where the comprehensive viva and project works will have 50% external examiners component and 50% internal examiners component; depending on the number of students appearing at that time. While recommending the names of the External examiners, due care is to be taken to recommend only those teachers who are in the university and have at least 5 years of teaching experience; and for projects evaluation the examiners shall be of the rank of Associate Professor or higher. These names will be recommended by the Board of Studies of individual Disciplines; which has to be submitted to the Controller of Examination. During the appointment of the examiners (under Statutes section 19), the committee has to recommend the names of the examiners from the list prepared by the Board of Studies for every course and programme. Then the recommended examiners list will be placed before the Provost and on his/her approval the Controller of Examination will appoint the examiners.

42**Proctorial
Board**

1. There shall be a Proctorial Board to maintain the discipline amongst the student of the University. It shall consist of the following members:
 - (i) Proctor - A teacher preferably a Professor nominated by Provost (Chairman)
 - (ii) Dean Students Affairs.
 - (iii) Wardens of the Hostels
 - (iv) Two students nominated by the Provost from amongst the student members of the Students Council.
2. The Proctorial Board shall prepare a Code of Conduct, also taking in view the decisions and judgments of Apex Court and NHRC etc., to be followed by the students and shall place it before the Board of Management for its approval.
3. Any violation of the Code of Conduct or breach of any rule or regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.
4. The Proctor shall hold the office for a period of three years. Provided that Provost may remove Proctor before the completion of his/her tenure if he/ she fail to discharge the duties well or if his/her activities are prejudicial to the interest of the University.
5. The Power and duties of Proctor:
 - (i) The Proctor shall get a Proctorial Form filled by students and keep it for the record in his/her office.
 - (ii) He/she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Provost.

GOVERNMENT CENTRAL PRESS, GANDHINAGAR.